Australian Government

CPPSIS5044A Develop a subdivision survey design for local government approval

Release 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CPPSIS5044A Develop a subdivision survey design for local government approval

Modification History

Unit revised and not equivalent to CPPSIS5014A Develop a subdivision survey design for local government approval
Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements
References to sustainability strengthened
Skills and knowledge requirements and the range statement updated

Unit Descriptor

This unit of competency specifies the outcomes required to develop a subdivision survey design for local government approval. It requires the ability to determine, collect and write specifications for appropriate documentation and compile a plan to accompany a development application to an approving authority. Functions would be carried out within organisational guidelines.

Application of the Unit

This unit of competency supports the application of self-management and verbal and written communication skills, understanding of technology, interpreting legal requirements and technical writing. The skills and knowledge acquired upon completion of this unit would apply to the needs of employees in supporting positions for town planning, surveying and mapping.

Licensing/Regulatory Information

Legislative, regulatory requirements impact on this unit according to local, state, territory and federal legislation and regulations.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1	Identify nature and type of service requests.	1.1	***Requests*** are assessed to establish if they are within the ***jurisdiction and ability*** of the building or planning area of relevant authority.
		1.2	Requests are assessed to establish necessity for compliance with statutory requirements.
		1.3	Time required to service requests is established to identify if an immediate ***response*** is required.
		1.4	Requests requiring additional ***research*** are prioritised and recorded to ensure important matters are finalised promptly.
2	Research information relevant to service requests.	2.1	Accurate research and action are undertaken in order of priority to obtain required ***information***.
		2.2	Information is collated to enable preparation of a satisfactory response.
		2.3	***Professional advice*** is identified and incorporated where appropriate.
3	Develop a submission for the request.	3.1	Base plan and draft subdivision or development proposal are prepared using current ***design*** guidelines.
		3.2	Development process and ***appropriate application documentation*** are explained to the ***client***.
		3.3	***Physical constraints*** and ***environmental impact*** of the development are incorporated into the application.

		3.4	Availability of existing services and costs of supply are investigated.
		3.5	Local government and utility authority contributions are determined.
		3.6	***Engineering aspects in subdivision design*** are considered and documented appropriately according to local government requirements.
		3.7	Response is prepared according to ***OHS*** and ***legislative requirements***, and ***organisational guidelines***.
		3.8	Pertinent ***legal and statutory standards*** are considered and adhered to.
4	Monitor approval process.	4.1	Assessment criteria for approval are further examined.
		4.2	Advertising and exhibition requirements are observed.
		4.3	Approval or refusal outcomes are reviewed according to organisational guidelines.
5	Communicate information and advice.	5.1	Written information and advice provided are clear and concise to minimise the need for follow-up action.
		5.2	Verbal advice is presented clearly and in a courteous manner to minimise the need for follow-up action.
		5.3	Advice is recorded according to organisational guidelines.
		5.4	Rights of appeal are explained to the client where appropriate.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills

- communication skills to:
  - consult effectively with clients and colleagues
  - impart knowledge and ideas through oral, written and visual means
- computer skills to complete business documentation
- initiative and enterprise skills to:
  - interpret project and technical requirements
  - translate requirements into design
- literacy skills to:
  - assess and use workplace information
  - read and write technical reports
  - research and evaluate
- negotiation skills to negotiate with stakeholders on planning issues
- numeracy skills to:
  - analyse errors
  - conduct image analysis
  - interpret and analyse statistics
  - perform mental calculations
  - record with accuracy and precision
  - undertake computations
- organisational skills to:
  - coordinate technical and human resource inputs to research activities
  - prioritise activities to meet contractual requirements
- spatial skills to:
  - exercise precision and accuracy in relation to spatial and aspatial data design
  - archive and retrieve spatial data
  - manage and manipulate spatial data
  - manage files

Required knowledge

- industry standards relating to subdivision survey design
- local government data formats
- organisational policies and guidelines, such as OHS guidelines

- planning and control processes
- possible community issues and repercussions with regard to building permits
- road alignment design and associated computations
- surveying reference systems
- surveying data capture and data set out methodologies
- understanding of errors, accuracy and precision in technical reporting

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

This unit of competency could be assessed on its own or in combination with other units relevant to the job function, for example CPPSIS4023A Facilitate effective spatial client relationships.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- accessing and interpreting design information to identify the components to be measured and monitored
- meeting submission criteria requirements in a timely manner
- knowledge of the components and requirements of the submission process.

Specific resources for assessment

Resource implications for assessment include access to:

- assessment instruments, including personal planner and assessment record book
- assignment instructions, work plans and schedules, policy documents and duty statements
- registered training provider of assessment services
- relevant guidelines, regulations and codes of practice
- suitable venue and equipment.

Access must be provided to appropriate learning and assessment support when required.
Where applicable, physical resources should include equipment modified for people with disabilities.

Context of assessment

Holistic: based on the performance criteria, evidence guide, range statement, and required skills and knowledge.

Method of assessment

Demonstrated over a period of time and observed by the assessor (or assessment team working together to conduct the assessment).
Demonstrated competency in a range of situations, that may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.
Obtained by observing activities in the field and reviewing induction information. If this is not practicable, observation in realistic simulated environments may be substituted.

Guidance information for assessment	Assessment requires that the clients' objectives and industry expectations are met. If the clients' objectives are narrowly defined or not representative of industry needs, it may be necessary to refer to portfolio case studies of a variety of surveying and spatial information services requirements to assess competency. Oral questioning or written assessment and hypothetical situations (scenarios) may be used to assess underpinning knowledge (in assessment situations where the candidate is offered a preference between oral questioning or written assessment, questions are to be identical). Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff. All practical demonstration must adhere to the safety and environmental regulations relevant to each State or Territory. Where assessment is for the purpose of recognition (recognition of current competencies [RCC] or recognition of prior learning [RPL]), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time. In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Assessment processes will be appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Requests may include:

- copies of plans
- complaints
- local government requirements
- problems
- property requirements

- technical advice
- verbal (face to face or telephone)
- written.

Jurisdiction and ability may include:	• copyright • freedom of information • local government policy • relevant building and planning legislation • state, territory and federal Acts and policies.
Response may include:	• verbal • written.
Research may include:	• checking local government reports • literature survey • obtaining telephone information • statutory controls.

Information may include:	• boundary dimensions
	• design information:
	  • digital
	  • hard copy plans
	  • maps
	  • written instructions
	• land title
	• topographic features.

Professional advice may include:	• builders • engineers • statutory authorities • surveyors • town planners.
Design may include:	• digital information • hard copy plans • maps.
Appropriate application documentation:	• is determined by local government.
Client may include:	• builder • developer • land owner • local government representative • organisational representative • private citizen.

Physical constraints may include:	• drainage, including:
	  • lot drainage
	  • road pavement drainage
	• easements
	• public reserve requirements

- sediment control
- sewerage control.

Environmental impact may include:

- contamination of soil, groundwater and surface water
- erosion
- leakage of chemicals.

Engineering aspects in subdivision design may include:

- design engineering criteria requirements for:
  - crossfalls
  - cul de sacs
  - cycleways
  - gradients
  - intersections
  - kerb returns
  - road widths
  - theory notes
- design methods using contours information
- detail assessment of an approved set of examinations
- engineering design requirements for:
  - lot drainage
  - road pavement drainage
- location of utility services within the footpath area and to proposed lots
- preparation of:
  - information to be shown
  - plan types
  - preliminary design plans
- provision for alteration of existing services for:
  - easement requirements
  - public reserve requirements
  - sediment control
  - typical utility service allocations
- provision for sewerage
- typical drafting standards for plans.

OHS may include:

- Australian standards
- development of site safety plan
- identification of potential hazards
- inspection of work sites
- training staff in OHS requirements
- use of equipment and signage.

Legislative requirements may include:

- Australian standards
- award and enterprise agreements
- certification requirements
- codes of practice

- quality assurance requirements.

Organisational guidelines may include:

- appropriate timelines
- code of ethics
- company policy
- final product formats
- formal design parameters
- legislation relevant to the work or service function
- manuals
- OHS policies and procedures
- personnel practices and guidelines outlining teamwork, work roles and responsibilities
- requirements for data processing.

Legal and statutory standards may include:

- aspects of cadastral law
- common law and old system title
- community title
- crown land, alienation and native title
- local government requirements
- national standards
- state statutes and regulations
- subdivisions and deposited plans (including roads)
- Torrens title system (indefeasibility and the need for registration), including:
  - caveat dealing
  - covenant dealing
  - easement dealing
  - lease dealing
  - mortgage dealing.

Unit Sector(s)

Surveying and spatial information services

Custom Content Section

Not applicable.